



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## VOC REHAB PROGRAM SPECIALIST I

Job Number: 20001039

Job Code: 47150V000101

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 08/16/2005

Job Revised: 05/16/2008

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under supervision, gains skills to perform professional level vocational rehabilitation functions such as vocational or technology assessments, rehabilitation technology, rehabilitation instruction, personal adjustment, job development and job placement functions, basic public relations functions, supported employment and/or vocational evaluation; OR Under supervision performs as a novice counselor, providing basic vocational rehabilitation caseload duties such as collecting information and making recommendations for determining eligibility, plan development and implementation; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in rehabilitation, rehabilitation teaching or therapy, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education with emphasis in vocational counseling or a related field.

#### **EXPERIENCE:**

NONE

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

At the entry level works directly with consumers to assess needs. Recommends training hours and learns to provide training in skilled areas to persons with disabilities. Learns to provide training in personal adjustment, recreation, adult basic education, Braille, Orientation and Mobility, adapting to assistive technology, etc., in a community-based environment or under a regionalized model. Becomes familiar with administering diagnostic testing and other screening devices. Provides documentation, for supervisors approval, as to consumer's skill levels and ability to perform skills needed for rehabilitation, training or to gain independence leading to employment. Gains skills to assess consumer's readiness for employment or rehabilitation technology. Works with consumer to teach recommended skills. Coordinates services with vendors, counselors and other service providers. With guidance, develops individual plans including vocational training, technical aids and devices, transportation and other necessary vocational rehabilitation services. Gains skills so as to recommended training or employment area of interest to consumers is consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of the eligible individual. Provides expertise to business and industry. Learns to serves as a trainer so as to work with consumers individually and in group settings and provides input to rehabilitation management on program goals, objectives and accomplishments. Under close supervision of a Rehabilitation Branch Manger and/or counselor mentor, serves as a novice counselor providing beginning level counseling services such as collecting information to determine eligibility, plan development and implementation. With manager's approval, initiates services and enters data into case management system. Travels assigned area to take referrals, counsel consumers and provide vocational rehabilitation services.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*